

CARROW CUP 4th DECEMBER 2021

EVENT SAFETY PLAN

Site Location

This event is organised by Norwich Rowing Club (NRC), Whitlingham BoatHouses (WBH), Whitlingham Lane, Trowse, Norwich, NR14 8TR Grid Reference TG 25031 07697.

Introduction

The Event Safety Plan describes how competitors should act to keep themselves and others safe so far as is reasonably practicable. All reference to 'rowing' includes sculling.

Everyone is expected to take responsibility for their own safety and the safety of others affected by their activities. Everyone is expected to read, understand and follow the Event Safety Plans, Event Safety Rules and guidance found in British Rowing (BR) publication RowSafe. Competitors must understand they row at their own risk but providing they comply with plans and rules, make common sense decisions and conduct their own dynamic risk assessment then their safety should be maintained so far as is reasonably practicable.

River Wensum and River Yare

The Carrow Cup Festival of Rowing is not a BR event but will be run broadly in line with BR rules and in accordance with BR guidance in RowSafe, with safety of all water users the overall priority. The race takes place on the rivers Wensum and Yare starting at Pulls Ferry in the centre of Norwich (long course) / Carrow railway bridge (short course) and finishes on the river Yare (New Cut) near to Broadland Paddle Sports. The river Wensum is upstream from Trowse Eye (confluence of rivers Wensum and Yare) and the Yare downstream. The rowed section is tidal.

The Event Safety Plan comprises the following

- Event Responsibilities, Event General Arrangements, Guidance on Incidents
- Event Emergency Response Plan (separate document)
- Risk Assessment - Water and Land Safety (separate document)
- Competitor Information including course map, WBH site map and Notice to All Crews & Local Rules (separate document covering navigation rules with penalties and/or disqualification if not followed)

Race/Organising Officials

NRC Race Committee Chairman	N/A
NRC Emergency Coordinator	Julian Ringer / Jim Milller
NRC Water Safety Advisor	Jonathan Myers (not in attendance) role carried out by the emergency coordinator on the day.
Marshalling Coordinator	Julian Ringer
Launch Coordinator	Richard Hoare

Welfare Officer	Sue Burrell
Traditional boats main contact	Adrian Hodge
Entries Secretary	Katherine Trehane

The term 'Race Control' contained within the plan refers to the designated room at WBH where persons including the Race Secretary, Emergency Coordinator, Registration/Entries Coordinator and any assistants may be based. Coordination of the race is carried out on the course by 'Start/Finish Officials' using mobile phones who will communicate directly with each other and any Course Marshals. The Emergency Coordinator and assistant(s) will only assume control of the event if a serious incident requiring implementation of the Event Emergency Response Plan occurs whereupon the room will become the 'Incident Control Centre'.

Event Responsibilities

Organising Committee

As above.

Race Secretary

- Race planning and coordination
- Allocation of responsibilities detailed in Event Safety Plan
- Notify interested parties
- Ensure signage in accordance with Land Safety Risk Assessment
- On race day check NRC is ready and prepared for the race
- Nominate the designated emergency transport vehicle and driver(s)

Race Umpires/Race Committee

- Ensure racing conditions/course is as safe as can reasonably be expected
- Ensure racing is conducted safely, equitably, in accordance with local rules and in line with BR rules (although this is not a BR event)
- Update Race Officials/marshals on prevailing weather conditions on the course

Club Water Safety Adviser

- Prepare/review Event Safety Plan and Event Emergency Response Plan
- Oversee safety management of racing and related activities during the event so far as reasonably practicable and provide advice as necessary
- Advise Race Committee and Emergency Coordinator on safety issues that affect the conduct of racing – including any need to suspend racing
- Assist Race Committee with incident management in conjunction with Emergency Coordinator
- Ensure competitors are reminded to submit a BR incident report if necessary

Emergency Coordinator

- Together with assistant(s) in the Incident Control Centre, coordinate the response to an emergency requiring implementation of the Emergency Response Plan in line with the actions listed within the plan

- Liaise with Race Committee, Club Water Safety Advisor and/or emergency services
- Maintain mobile phone link with Scene Coordinator updating accordingly

Marshalling Coordinator/Umpire Commission

Brief ALL Marshals in the following

- Wear issued yellow 'Marshal' tabard to provide identification to competitors and emergency services in case of serious incident
- Active intervention to prevent collision or incident affecting safety
- Use of mobile phones
- Monitor competitors and colleagues for hypothermia
- Assistance to crews boating and landing.
- Encourage departing crews to boat promptly and make any adjustments on the water
- Encourage returning crews to promptly remove their boats from the landing area

Brief Start/Finish Marshals in the following

- Ensure Start/Finish marshals and assistants know their responsibilities
- Ensure Start/Finish marshals update Race officials and Boating Marshal of any issues that prevent the next division/course from starting
- Minimise river congestion to reduce danger of collision so far as reasonably possible

Race Coordinator/Race Committee

- Take decisions, with advice as appropriate from Race Officials on safety issues that affect the conduct of racing - including the need to suspend racing
- Control the disposition and use of safety boats
- Ensure that prior to the event race control assistants are briefed on their responsibilities and the use of mobile phones
- Confirm serviceability of race control equipment (loudhailers, finish horn, safety bags)
- Control the issue of and return of loud hailers, tabards and safety bags to marshals
- Take the decision on disqualification of a crew if it is late for the start
- Monitor the weather conditions with updates from umpires as required
- Implement the Event Emergency Response Plan

Safety Boat Coordinator/Race Coordinator

- Ensure that prior to race the safety boat crews are briefed on the use of safety boats, safety measures and use of mobile phones
- Ensure safety boats are appropriately equipped
- Ensure safety boat cover is in place prior to the first boat going afloat
- Brief Race Officials of any problems on the river

Registration/Entries Coordinator

- Provide safety information to clubs and to the club's website
- Register competitors on race day and provide race numbers

Event General Arrangements

Vehicles with Boat Trailers: This event will not have 'Parking Marshals' as only NRC members will be on site and usual safety rules concerning vehicles and trailers apply. Any member driving on the track to WBH with a trailer must use great care and ensure emergency access to WBH and Whitlingham Adventure are maintained.

Access and Parking: All cars should use pay and display car parks in the Whitlingham Country Park.

Boat Launching and Recovery: All crews will be informed of boating times. Once in the launching/recovery area they are under the control of the Boating Marshal who will direct them to the launch site, arrange for boat safety checks and give instructions to launch. Assistance with launching/recovery will be given. Race Committee under the guidance of the Boat Marshal reserves the right to disqualify any crew for late attendance or failure to meet any of the race safety criteria.

Safety Equipment: The following safety equipment is provided: launches/safety boats, lifejackets, buoyancy aids, knife, throw lines, loud hailers, mobile phones (their own), whistles, air horns together with thermal blankets, first aid kits and cpr face masks on NRC launches, thermal blankets to marshals. A defibrillator is based at WBH.

Capsize: In the event of capsize the occupant(s) should follow BR RowSafe guidance on capsize and using the boat as buoyancy, proceed to the nearest bank and/or quay side ladder. Course Marshals, on bank or afloat, have sight coverage of the course. Mobile phone contact will be made to Start/Finish Marshals and Emergency Coordinator where necessary. Any competitor that capsizes will not be allowed to start or continue racing and must return to WBH by the most appropriate means to maintain personal safety and prevent hypothermia.

First Aid: Anyone requiring first aid should be directed to the Medical Support situated at WBH outside racing times. First aid equipment is available at WBH throughout the event. Whilst racing is in progress, Medical Support with mobile phone will be based on a designated launch at the Race Finish (New Cut) and will have access to limited first aid medical equipment.

A defibrillator is sited at WBH on the wall outside the main entrance (access code C159X). The Medical Support will provide appropriate care and advise whether further treatment is needed at hospital and if the casualty should be taken by family/friend/colleague or if an emergency ambulance is required. Race officials should be updated by mobile phone accordingly.

Communications – mobile phones: Race officials and marshals will communicate with via mobile phone as radio coverage is unreliable. Course officials/safety marshals will have loud hailers/flags/whistles to communicate with competitors/public.

Event Safety Rules: To assist with a safe event, a 'Notice to all Crews & Local Rules' is provided to competitors setting out the requirement to adhere to usual navigational rules and incident risk/penalties/disqualification if not followed.

Cancellation or Suspension of the Race: If an incident occurs or adverse weather conditions make the event unsafe, the Race Committee including the Race Secretary, Club Water Safety Advisor and other relevant persons, will at their discretion suspend or cancel the race.

Incident Reporting to BR and NRC: Any incident must be reported to BR within 24 hours and to NRC immediately. To complete an incident report to BR, use the proforma on the BR website. Once submitted, it will have a unique identifying number. A copy will be sent to the Regional Water Safety Advisor and NRC Water Safety Advisor.

An incident includes collision with anything, capsize, equipment failure, near miss or any other incident whether on land or water which could affect safety and has caused or could have caused injury or damage. Full details can be found in RowSafe. Collisions with rowers from other clubs must be reported by NRC members regardless of whether the other person intends to submit a report. NRC members involved in an incident must also report it immediately to their relevant vice-captain

or coach. If suspected damage has occurred, the boat should be quarantined with red/white tape kept in the boathouses and the Fleet Manager informed immediately by email nrcrepairlog@gmail.com.

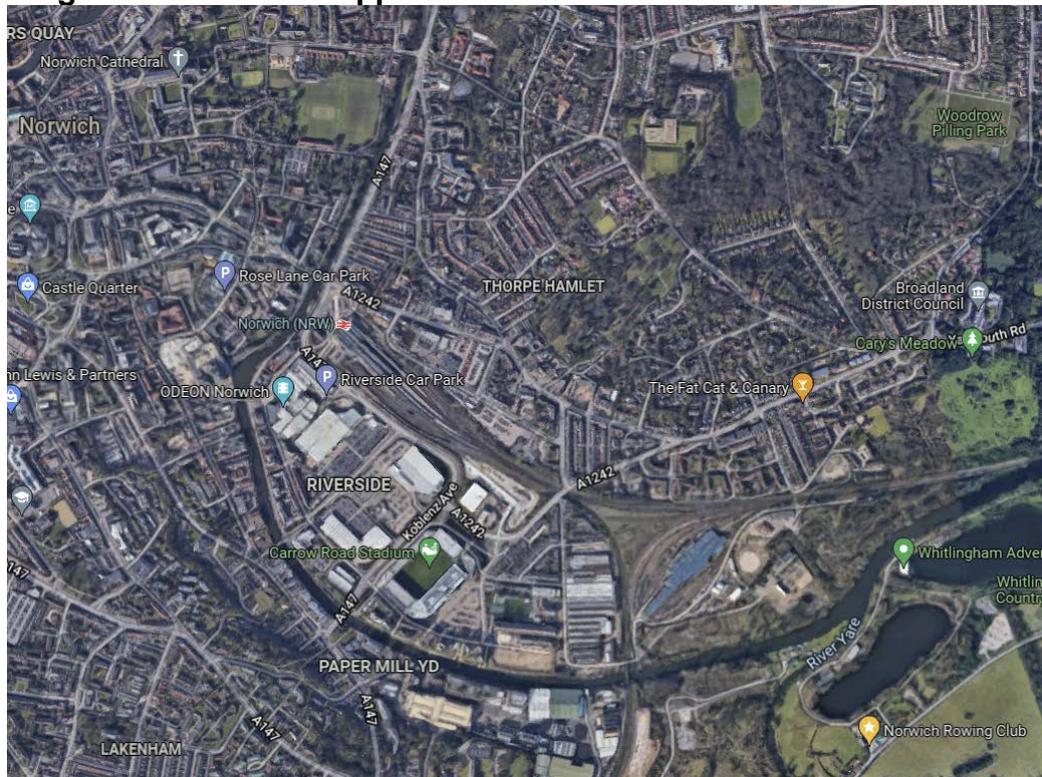
Refreshments/Food Hygiene: Hot/cold drinks and food are available at WBH. Food will be kept chilled as required. Uncooked meat will be kept sealed or separate from other foods. Food handlers and kitchen staff will ensure appropriate hygiene measures are strictly observed.

Changing facilities/showers/toilets: WBH has changing rooms with hot showers, toilets and hand washing facilities.

Emergency Access Points

List of emergency access points and actions is contained in the Event Emergency Response Plan.

Diagram 1 shows the approximate area from satellite view of the course



- Can an incident be resolved promptly with available resources OR is it a serious incident requiring implementation of the Event Emergency Response Plan. If implementation is required, call the Emergency Coordinator via mobile phone without delay.
- Provide first aid if required. First aid kits are in WBH and in launch safety kits.
- Details on use of the Automated External Defibrillator (AED) sited on the wall outside WBH entrance (access code C159X) are provided on WBH notice boards and the Water Safety Notice Boards. An AED is designed to be used by an untrained person, qualification is not necessary. Open the lid and follow the audible instructions.
- Do not move casualty with serious injuries unless failure to do so would cause further risk to life.
- Deal with any other persons and ensure they are adequately supervised.
- Contact family, friend, parent or carer of the casualty if necessary.
- Damage to any NRC boat, launch or equipment must be reported immediately to the Fleet Manager at nrcrepairlog@gmail.com or inform squad vice-captain or coach. Boats must be quarantined with red/white tape kept in the boathouse to prevent danger to others until assessed and/or repaired.

NRC Water Safety Advisor - contact at safety.norwichrc@gmail.com